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1 August 1984

DIRECTOR OF CENTRAL INTELLIGENCE
SECURITY COMMITTEE
SECURITY AWARENESS AND EDUCATION SUBCOMMITTEE (SAES)

MEMORANDUM FOR MEMBERS

SUBJECT: SAES Meeting

The next SAES Meeting will be at 10 a.m. on 21 August at CIA Headquarters. The conference room number will be provided at the reception/badge desk.

The meeting agenda is enclosed as are the minutes for our 26 July meeting. Additions or changes to the agenda may be submitted by phone to the undersigned.



Chairman

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Encls:
a/s

1 August 1984

DIRECTOR OF CENTRAL INTELLIGENCE
SECURITY COMMITTEE
SECURITY AWARENESS AND EDUCATION SUBCOMMITTEE (SAES)

AGENDA

Tuesday, 21 August 1984, 1000 - 1200 Hours
CIA Headquarters

- Item #1. Approval of Minutes, 26 July 1984 meeting.
- Item #2. Security Educators Seminar
- Item #3. Catalog of Audio/Visual Materials
- Item #4. Report from task group concerning revision of the
Minimum Standards.

if rep - next mtg.

1 August 1984

SECURITY COMMITTEE
SECURITY AWARENESS AND EDUCATION SUBCOMMITTEE (SAES)
MEETING 26 JULY 1984

Present:

[redacted]	Chairman	STAT
Mr. James Passarelli	NSA	
[redacted]	ARMY	
Mr. Peter Symonds	DIA	STAT
Mr. Joe Waggoner	FBI	
[redacted]	FBI	
Ms. Margaret Ficthen	SECOM	STAT
Mr. Dalton McIntosh	NAVY	
Ms. Denise Forti	SECRET SERVICE	
Mr. Don Stigers	SECRET SERVICE	
Mr. John Miller	STATE	
Ms. Marjorie Forrester	DIS/DSI	
Lt. Ronald Gevry	DOJ	
Mr. Steve Slaughter	USAF	
	DOE	

Old Business:

1. Minutes from the previous Subcommittee meeting were read and approved without comment except for the following: Jim Passarelli, Army, indicated that "The Basic Security Training Course", mentioned at the May SAES meeting, will initially be opened to DoD only, but should be available government-wide at a later date.

New Business:

1. [redacted] briefly reviewed the list of proposed speakers for the upcoming Security Educators Seminar and noted that there were still some vacancies to be filled. He asked that SAES members examine the organizations and personnel within their department/agency to identify potential speakers for the Seminar. [redacted] also read two draft letters he had prepared for the SECOM Chairman. The first requested Department and Agency SECOM representatives to identify and nominate personnel in their organizations who should attend the Seminar. The second, to be sent directly to nominees from our Subcommittee, confirms selection and provides information regarding times, dates, clearance requirements, lodging,

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and reporting instructions. With regard to Subcommittee attendance and support during the Seminar, [] stated that a schedule will be drawn up later assigning members specific times and duties. [] encouraged members to plan on spending the entire week, or as much time as possible at the Seminar.

2. [] reported that he provided a mini-briefing to the SECOM at it's 11 July meeting concerning the status of the Seminar, the security awareness materials catalog, and the now published and distributed Defensive Security (Olympics) Briefing. He stated that all of our projects have full SECOM support.

3. With regard to the security awareness products catalog, John Miller, DSI, reported that little additional input has been provided since the original submissions were received. Based on that, John stated that he will assume all submissions are current and complete. After some discussion it was determined that the manual should be divided into three sections. The first will be a general products list which will be made available government-wide from many sources including DAVA. It will be designed to allow for easy separation from the rest of the catalog. The second section will be a "limited" distribution list of products available only through an SAES member. The final section will contain a list of Security Awareness personnel, their organizations, addresses and phone numbers. It too will be distributed only to SAES members.

John stated that he, [] will meet with the CIA printer before the August meeting, at which time they hope to finalize the cover design and printing arrangements. Before printing, the final draft will be presented to [] to review and pass to the SECOM Chairman/Staff.

4. Based on the concern that DCID 1/14 Annex C has, in effect, superseded the DCI Minimum Standards (SECOM D 543); a task force headed by Steve Slaughter, DOE, was appointed to review the original document and make recommendations for its update and reissuance. In addition to the continuing need for clear guidelines for national classified intelligence activities, the document needs to be examined and updated in other areas such as non-disclosure and terrorism. Along with Steve, Jim Passarelli, Peggy Ficthen, and Margie Forrester are on the Task Force. Steve Slaughter requested that input from other members on this issue be given to him by the August meeting.

5. Realizing that the Subcommittee's workload is heavy at present (at least until after the November Seminar) [] asked that members give some thought on ideas and concepts relative to making a video tape on leaks/unauthorized disclosures, and to prepare to begin work on the tape early next year.

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6. Jim Passarelli, Army, advised that he had attended a meeting at George Washington University concerning the formation of a graduate program in the security field. The program, which may be in operation by January 1985, would concentrate on industrial and information security. Future meetings are scheduled at G.W.U. and Jim will keep us posted on the groups process and direction.

7. The next Subcommittee meeting will be held on 21 August 1984 at 10:00. The conference room will be provided at the badge/reception desk.



Alternate NSA Member

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